

**STATE LAW** MCLA 552.509 & 552.531

**REGULATIONS** 45 CFR 302.14  
45 CFR 302.32

Friends of the Court are required by state statute to disburse to MFIA support assigned to the State. In addition, support orders may contain provisions for reimbursement to the State of such expenses as confinement or blood testing costs. Processes for transmitting and reporting collections to the State are governed by federal regulations and Michigan Department of Management and Budget (DMB) rules. Friend of the Court responsibilities specified in contractual agreements and procedures provided below are based on federal and DMB requirements.

The process of transmitting money to the State, including child/spousal support and other types of collections, involve the following essential steps:

1. Receipt payments from payers and maintain internal accounting (see "Receipts" in Section 2000 of this manual).
2. Establish a State Treasury depository account and deposit in the account funds reimbursable to the State. (See "State Treasury Accounts" below and "Receipts and Disbursements" in Section 2000).
3. Prepare and submit to MFIA appropriate documentation of the deposit. (See "Documentation of Deposits" below and Chapters 630 and 640 in Section 4000).

## **STATE TREASURY ACCOUNTS**

A State Treasury depository account must be established and maintained at a local bank. Information on establishing such an account may be obtained from:

Administrator  
Receipts Processing Division  
Bureau of Management Services  
Michigan Department of Treasury  
P.O. Box 15128  
Lansing, Michigan 48901

Money identified as reimbursable to the State is to be deposited in the Treasury account. This applies to collections of support assigned to the State and to other collections such as blood test recoveries which are owed to the State. **Depositing funds into a Treasury Account is the only acceptable method of transferring funds to the State.** In accordance with DMB rules, funds must be deposited in the Treasury

account **by the end of the first business** day after it is determined that the money is owed to the State.

## DOCUMENTATION OF DEPOSITS

Friends of the Court must provide the MFIA Cashier Unit with documentation of all funds deposited into Treasury accounts. Deposit documentation includes:

- **Form FIA-29, Financial Deposit Record.** This form identifies deposits by type of collection which enables MFIA to credit the appropriate state account.
- **Two copies of the deposit slip, one of which is certified.** Deposit slips verify the amount of funds deposited into the Treasury Account. Deposit slips must identify the Friend of the Court office depositing the funds as follows:

STATE TREASURER, STATE OF MICHIGAN  
By the Friend of the Court  
\_\_\_\_\_ County  
(County Name)

- **Itemized collection reports.** Itemized collection reports identify deposits by collection type, month, and case. Reports must be submitted with the FIA-29 for collections identified in Item 5, ADC-F; Item 6, State Ward Charge Back; and Item 10, Other. Specifications for those itemized collection reports are provided in Chapter 630. Reports of assigned child/spousal support collections identified in Item 4 of the FIA-29 must be submitted as instructed in Chapter 640.

**Form FIA-29 must be completed and submitted to MFIA at least once each week.** All collections reported on a FIA-29 must, however, apply to the same month. For example, if weekly deposits include collections which apply to January and to February, two FIA-29s must be completed. Form FIA-29 may also be completed and submitted more frequently (e.g., daily for each day's deposits). Submission of form FIA-29 at least once each week enables the State to account for deposits in a timely manner. A facsimile of the FIA-29 and instructions for completion are provided in the Exhibit at the end of this chapter.

Deposit slips verifying the total of collections reported on the FIA-29 and reports by case of ADC-F, State Ward Charge Back, Medical and Other collections as reported in Items 5-7 and 10, respectively, of the FIA-29 must be submitted with that form.

## RECEIPT VOUCHERS

Within approximately 3-5 working days of receipt of form FIA-29 and related documentation, the MFIA Cashier Unit prepares a receipt

voucher. The receipt voucher identifies for the Treasury Department the proper accounts for a deposit based on amounts reported by collection type on FIA-29. The Treasury Department monitors deposits to ensure that the funds are properly accounted for. If Treasury does not receive a receipt voucher within 30 days of a deposit of funds in a State Treasury depository account, the MFIA Cashier Unit is notified.

Copies of receipt vouchers issued by the MFIA Cashier Unit during a month are submitted to the OCS Central Office. Amounts identified as child and child/spousal support deposits on receipt vouchers issued during a month are used in calculating federal incentives. Additional information concerning federal incentives is contained in Chapter 840, Section 4000.